

Central Intelligence Agency 1986 Annual Report



Occupational Safety and Health Program

**Prepared For Secretary of Labor
By Safety Division
Office of Medical Services
Directorate of Administration**

AGENCY ANNUAL REPORT

Occupational Safety and Health Program

Fiscal Year 1986

Name of Agency Central Intelligence Agency

Name of Component _____

Address Washington, D.C. 20505

Number of employees covered by this report Covers the entire Central Intelligence Agency. The number of employees is classified.

Name of individual responsible for the Occupational Safety and Health Program of the Agency Arvel D. Tharp, M.D.

STAT Telephone number of this individual

Title of this individual Director of Medical Services

1. Injury/Illness Data

A. The occupational injury/illness statistical data in this report is based on reports submitted to the Safety Division, Office of Medical Services. The Central Intelligence Agency has an internal accident/injury reporting form and regulations requiring that the form be completed and forwarded to the Safety Division for each occupational injury and illness. However, to ensure each incident is recorded, the Safety Division also receives a copy of each CA-1 form (Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) and CA-2 (Notice of Occupational Disease and Claim for Compensation) and a report from the Office of Medical Services covering each employee treated for an occupational injury or illness. Statistical data is not compiled until thirty days after the end of the fiscal year to allow for receipt of reports from the field. Attachment 1 reflects the occupational fatalities, lost time injuries/illnesses, and leave costs during FY 1984, FY 1985 and FY 1986.

B. In 1961 an agreement was reached between the Department of Labor and the Central Intelligence Agency that no billing will be made for compensation costs involving cases originating in the Central Intelligence Agency. Therefore, no chargeback figures are available. These procedures are being revised by mutual agreement in a meeting 25 September 1986 between representatives of the Office of Workers' Compensation Program, Department of Labor and the Central Intelligence Agency. Compensation payments are expected to begin in October 1988. Leave costs for occupational injuries and illnesses are computed by the Safety Division and are compared for FY 1984, FY 1985 and FY 1986 on Attachment 1.

C. Attachment 2 reflects the types and numbers of lost workday occupational injuries and illnesses incurred during the past three fiscal years. There is a decrease of the injuries/illnesses from 153 in FY 1985 to 134 in FY 1986. Analyses of these incidents reveal that the major causes of the injuries are slips and falls, however, these were reduced from 62 in FY 1985 to 52 in FY 1986. Special emphasis is continuing towards reducing the causes of these injuries. For instance, a major facility installed nonskid carpeting throughout one building, installed rain gutters to reroute water that was causing a slipping hazard, made repairs to the floor of another area, and inspected and repaired as necessary each search cart and ladder in a records storage area.

2. Accomplishments and initiatives implemented to improve the CIA's Occupational Safety and Health Program

A. The effectiveness of the Agency's Safety and Health Program was evaluated through preparation of several comprehensive reports. An Annual Accident Analysis Report was prepared for the Director of Central Intelligence Agency and members of the CIA Occupational Safety and Health Committee. The annual comprehensive report to the Secretary of Labor was reviewed and signed by the Deputy Director for Administration. Two reports concerning mandates and personnel requirements for the CIA's Safety and Health Program were prepared for the Deputy Director, Office of Medical Services.

B. Two safety officers were employed and assigned to the Operations Branch, Safety Division, Office of Medical Services (SD/OMS).

C. The Real Estate and Construction Division (RECD), Office of Logistics, in conjunction with the SD/OMS, established a program wherein a Fire Protection Engineer, representing the Safety Division, is assigned to RECD for a two-three year rotational tour. This program ensures the integration of fire protection and the safety requirements in CIA facilities.

D. Safety/health professionals continued emphasis on comprehensive safety and health surveys of CIA facilities worldwide. [REDACTED]

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E. The Safety Enhancement Program, initiated in 1983 to provide safety/health/fire equipment necessary to improve working environments of CIA employees worldwide, was accelerated. [REDACTED]

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[REDACTED] units such as emergency descent devices, emergency escape breathing devices, fire extinguishers, first aid kits, smoke detectors and personnel protective equipment were provided to CIA facilities.

F. Compiled and published a handbook covering the CIA's Occupational Safety and Health Program as well as a Fire Protection Manual. These documents were distributed to members of the CIA Occupational Safety and Health Committee as well as to other appropriate senior CIA officials. Attachments 3 and 4 reflect contents of the documents.

STAT G. Implemented a Hazardous Communication Program in compliance with Title 29, Code of Federal Regulations, Part 1910.1200. Initial headquarters and field notices were distributed and these were followed by headquarters and field regulations to all employees. Inventories of hazardous chemicals have been completed for [] facilities and over 2,000 material safety data sheets are entered in the master file.

H. Continued emphasis on providing safety and health training to all categories of CIA employees.

(1) Conducted seven 5-day Basic Safety and Health Courses open to any CIA employee. These were attended by [] employees.

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(2) Conducted a special 2-day safety and health course for collateral duty safety officers in the headquarters area who were unable to attend the 5-day course. Eighteen component safety officers attended.

(3) Conducted seven 1-hour classes regarding the hazardous communications program for [] employees of a major component.

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(4) Conducted six 2-day, four 1-day, five 1-hour and one 4-hour safety and health courses which were attended by [] employees in three major components.

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(5) Safety and health professionals in the Safety Division received 1105 hours of training, 112 hours of which were after normal work hours.

(6) Each new employee was given a one-half hour briefing regarding the CIA's Occupational Safety and Health Program.

I. Safety and health literature and Employee Bulletins were published throughout the year expressing the CIA's interest in the safety and health of its employees as well as encouraging their participation in various aspects of the Occupational Safety and Health Program. 31,342 pieces of safety and health literature were distributed to employees.

STAT J. Electrical transformers which contain polychlorinated biphenyl (PCB) oils were inspected [] facilities, including the CIA Headquarters Building. They were identified, labeled, cleaned and inspected for leaks. Emergency spill kits for PCB oil were positioned at appropriate locations.

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K. Forty-seven special asbestos surveys were conducted [redacted] The surveys included bulk sample collection and airborne fiber monitoring. The surveys were conducted in preparation for renovation of the facilities or to assess potential asbestos hazards.

L. There were considerable accomplishments toward improving the occupational health of CIA employees.

(1) A panel of experts in the field of vision was convened to review the visual demands of VDT work and develop a report of their perspectives and recommendations entitled, "Vision and VDTs".

(2) Initiated a pilot program employing selected behavioral modification techniques to assist employees in smoking cessation.

(3) Completed the revision of the Nurse's Standard Operating Procedure manual.

(4) Developed a workshop on the Troubled Employee jointly with the Office of Personnel.

(5) Provided Dispensary services for sizable numbers of employees on a daily basis by Occupational Health Nurses and staff physicians. This support included responding to life threatening emergencies whenever it was necessary.

(6) Ongoing consultative evaluation and referrals in mental health were provided by a staff psychiatrist to improve employee morale and productivity.

(7) Continued assistance was provided in Video Display Terminal (VDT) design and implementation, as well as evaluation of existing VDT stations and provision of recommendations for ways of improvement.

(8) The Alcohol Awareness Program provided the following training:

(a) 35 awareness presentations to employees and dependents.

(b) 85 supervisory orientation sessions attended by management personnel.

(9) Specialized training included:

(a) First Aid for individuals.

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(b) Cardiopulmonary certification for persons.

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(c) OMS staff members made appearances as speakers in 324 Agency courses discussing a broad range of health topics.

(d) OMS staff members attended a broad spectrum of internal and external continuing medical education and management courses to improve their skills to enable the provision of enhanced medical support to the Agency and its employees.

(10) Continued to assist in the biennial cafeteria inspections and the follow-up monitoring to ensure that deficiencies are corrected.

(11) The Health Risk Appraisal Revision (Second Edition) has continued to be utilized with individual examinees being advised of their major health risks and the measures they can utilize to minimize their health risks.

(12) The OMS Hypertension Clinic monitored blood pressures for employees each month.

(13) The Influenza Program continued on an annual basis. Flu shots were given during FY 1986 for all employees who responded to the Employee Bulletin offering the shots.

(14) Medical Clippings newsletter continued to be prepared by the nurses on a monthly basis. These and health pamphlets on timely health problems were placed in readily available display boxes in the Office of Medical Services so that copies were available to any employee visiting OMS.

(15) Nurses were actively involved in the Occupational Health Nurses Association. Four nurses are certified in Occupational Health Nursing out of seven eligible.

(16) A full range of immunizations and malarial prophylaxis continued to be provided to employees and dependents to eliminate or minimize their risks of contracting specific infections in areas of increased risks.

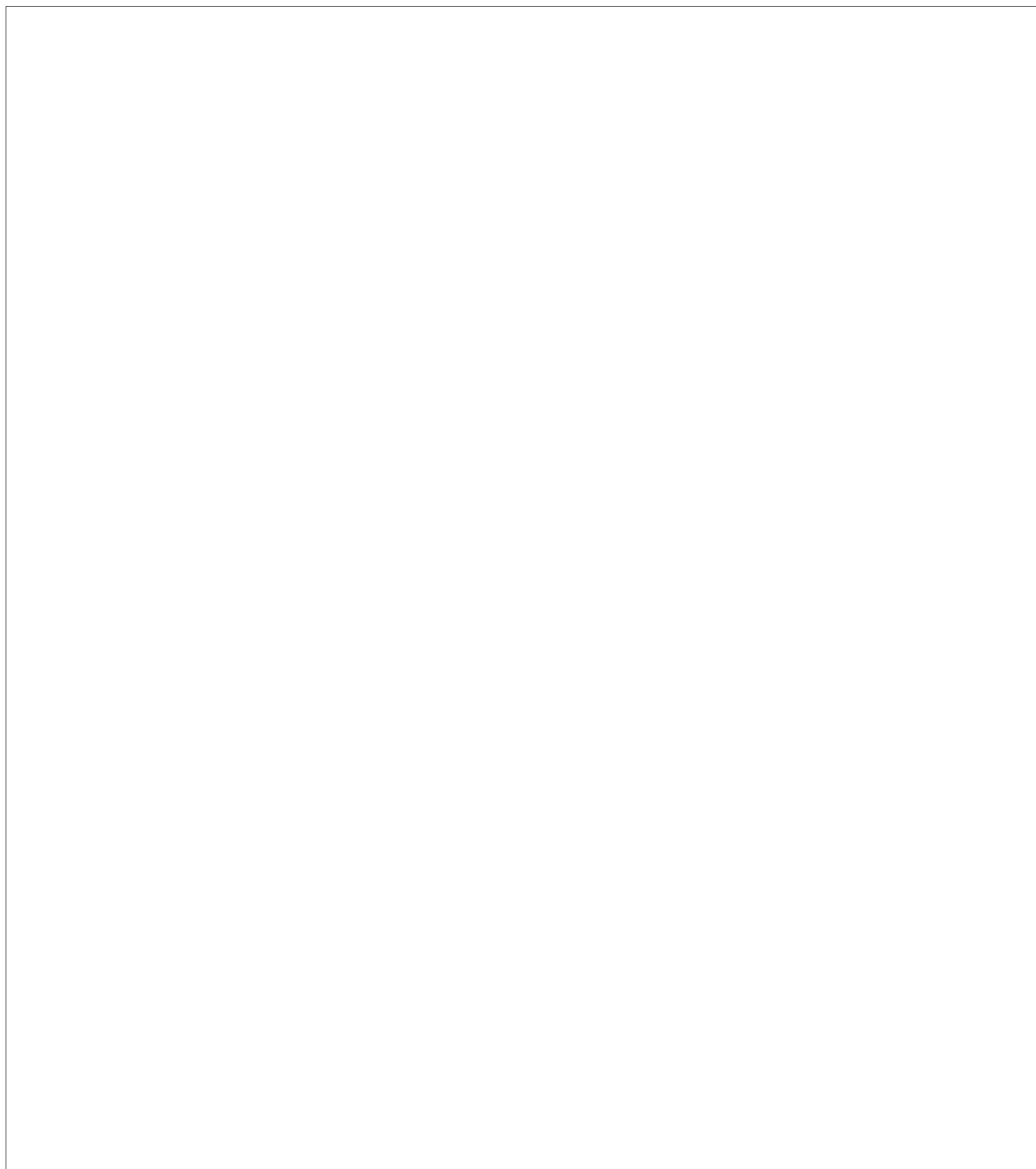
(17) Allergy clinics provided desensitization shots on a recurrent continuing basis for employees. This minimized the time they needed to be away from their jobs to obtain the shots privately and should have assisted in lessening their allergy symptoms and use of sick leave secondary to allergic illness.

(18) A series of nine health education presentations by guest speakers were provided for employees on health topics of current interest.

(19) A study was completed to identify life/work stresses in a selected category of employees and their families. Additionally, small group discussions and lectures in stress management were provided to a wide cross section of the organization's employees.

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N. Accomplishments within the Office of Logistics, which also has a Safety and Health Committee, to provide safe and healthful working environments for its employees include:

(1) Implemented the Hazard Communications Program at a major printing facility and trained more than ninety-five percent of the employees. Also completed the annual screening program for hearing, issued a

policy for supervisory enforcement for hearing protection and improved loading dock operations at the facility.

(2) Issued a contract which was completed for the identification and labeling of asbestos in the CIA Headquarters Building. The asbestos areas were prioritized for removal and then asbestos was removed from several areas.

(3) Established procedures whereby Safety professionals attend pre-construction meetings with outside contractors.

(4) Safety in the workplace was given special emphasis at a depot facility:

(a) The depot safety officer has been trained in safety techniques by a creditable outside organization as well as within the CIA.

(b) Training in forklift operation, material handling, transportation of hazardous cargo and firefighting was provided to applicable employees.

(c) A full time medical technician is assigned to the Depot to handle any medical emergencies and to conduct CPR and first aid courses for the employees.

(d) Fumes and vapors are kept to a minimum through installation of exhaust fans throughout the facility.

(e) An electric surveyor and electric scrubber are used to reduce the dust and the floors are sealed periodically throughout the year.

(f) Attention was also given to excessive heat and cold. The temperature was reduced about ten percent after the roof was painted with an aluminum reflective paint. New closer fitting large overhead doors were installed and clear plastic sheeting was installed around selected unused doors to keep out the cold.

(g) Each employee has two pairs of safety shoes which were fitted on the job through the periodic visit of a commercial shoe truck.

(h) Weekly inspections were made of all work tools and equipment.

(i) Painted all forklifts a lime/yellow color to make them more readily visible.

(j) A physical fitness room was set-up and selected exercise equipment was procured in coordination with the medical technician and physical fitness specialist to promote physical fitness.

(k) An illumination survey resulted in the installation of additional overhead lighting and outside lighting.

O. Accomplishments of another major component include:

(1) Established a nurse position to provide employees with health, diet and exercise advice and train employees in CPR and first aid.

(2) Opened two exercise facilities to promote physical fitness after consultation with the physical fitness specialist.

(3) Installed additional outside lighting systems to reduce falls.

(4) Installed a new supplemental fire alarm system.

(5) Installed radon detectors in several locations as part of a radon survey.

(6) Initiated a contract with an asbestos abatement contractor for removal of asbestos from several areas.

P. Two professional safety officers, assigned to implement the safety and health program for two major components, accomplished the following:

(1) Participated as instructor in over 200 hours of instruction in safety, fire protection and use of respirators. Student man-hours totaled over 3,000.

(2) Provided instruction in use of emergency descent and emergency breathing devices, fire extinguishers and use of resuscitation equipment to a large number of employees overseas.

(3) Fifteen safety/security officers conducted safety inspections of ninety-six percent of the facilities.

(4) Conducted comprehensive safety and health surveys of ten facilities.

(5) Initiated, coordinated and funded for an Office of Medical Services nurse to provide instruction in cardiopulmonary resuscitation and first aid to employees at a major facility.

(6) Participated in numerous safety awareness briefings to employees in domestic and overseas assignments.

(7) Initiated funding to complete installation of smoke detectors, fire extinguishers and first aid kits in residences of employees overseas.

(8) Accomplishments in one component included: conducted comprehensive surveys of fourteen facilities and provided over 1,000 items of safety and health equipment, provided safety and health training to forty-six (46) employees, conducted a five week study of noise levels in a field environment of operators wearing receiver headsets and developed a program to provide fire suppression systems suitable in unique areas.

3. Occupational Safety and Health Plans, Goals, Objectives and Significant Initiatives for FY 1987

A. Every effort will be made to hire two additional safety officers, an industrial hygienist and a fire protection engineer for assignment in the Safety Division.

B. Continue the emphasis on comprehensive safety and health surveys. A significant increase in the number of surveys is expected. This also applies to the Hazardous Communication Program.

C. Develop a safety training course for inclusion in an overall training course for supervisors.

D. Conduct additional specialized training programs which will significantly increase the number of employees who receive safety and health training.

E. Develop an employee safety awareness program through the use of safety messages which are broadcast on message monitors in the headquarters building.

F. Maintain and continue emphasis on the Safety Enhancement Program which was initiated in 1983 to provide safety and health equipment to CIA facilities worldwide.

G. Continue the asbestos identification and removal program. This program includes the inspection of areas suspected of containing asbestos, sampling of suspect material and removal by certified contractor where necessary.

H. Complete a program that will update all instructors in the recently revised CPR procedures and recertify them in accordance with American Heart Association guidelines. Included in this program will be the recertification of other Office of Medical Services health care personnel as CPR providers.

I. Implement a safety and health training program for the component officers overseas.

4. Comments for Consideration by OSHA's Office of Federal Agency Programs

The U.S. Department of Labor currently provides the Safety Division a copy of the NEWS, published by the Office of Information, and special notices by memorandum from the Office of Federal Agency Programs. These are supplemented by a subscription to the Job Safety and Health Report and the Bureau of National Affairs. These publications are very useful to our safety and health professionals.

1 ATTACHMENT

OCCUPATIONAL INJURIES/ILLNESSES

FATALITIES

YEARS	0	1	2	3	4	TOTALS
FY1984						1
FY1985						3
FY1986						0

LOST TIME INJURIES/ILLNESSES

YEARS	1	20	40	60	80	100	120	140	160	TOTALS
FY1984										158
FY1985										153
FY1986										134

LEAVE COSTS

YEARS	THOUSANDS OF DOLLARS								TOTALS
	0	20	40	60	80	100	120	180	
FY1984									\$165,098.75
FY1985									149,867.01
FY1986									119,613.10

2 ATTACHMENT

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3 ATTACHMENT

CENTRAL INTELLIGENCE AGENCY
OCCUPATIONAL SAFETY AND HEALTH PROGRAM



Safety Division
Office of Medical Services
Directorate of Administration

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CENTRAL INTELLIGENCE AGENCY



FIRE PROTECTION MANUAL

Central Intelligence Agency
FIRE PROTECTION ENGINEERING MANUAL

Prepared By:
Fire Protection Branch
Safety Division

Revisions:
1) Sept 1986

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REFERENCE

1960.74—AGENCY ANNUAL REPORTS

(a) The Act and E.O. 12196 require all Federal agency heads to submit to the Secretary an annual report on their agency's occupational safety and health program, containing such information as the Secretary prescribes.

(1) Each agency shall submit to the Secretary by January 1 of each year a report describing the agency occupational safety and health program of the previous fiscal year and objectives for the current year. The report shall include a summary of the agency's self-evaluation findings

as required by § 1960.78(b).

(2) Guidelines for agency annual reports to OSHA are prescribed in OSHA publication 2014. The Secretary shall notify agencies by January 1 of any changes to the guidelines for the subsequent year's report.

(3) The agency reports shall be used in the preparation of the Secretary's report to the President.

(b) The Secretary shall submit to the President by October 1 of each year a summary report of the status of the occupational safety and health of Federal employees, based on agency reports, eval-

uations of individual agency progress and problems in correcting unsafe or unhealthful working conditions, and recommendations for improving their performance.

SUBPART J—EVALUATION OF FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

1960.78—PURPOSE AND SCOPE

(a) The purpose of this subpart is to establish a comprehensive program for the evaluation of Federal employee occupational safety and health programs. This subpart includes the responsibilities of agency heads in conducting self-evaluations of the effectiveness of their occupational safety and health programs, and the responsibilities of the Secretary in evaluating the extent to which each agency head has developed and implemented agency programs in accordance with the requirements of Executive Order 12196 and this part.

(b) Agency heads shall develop and implement a program for evaluating the effectiveness of their agency's occupational safety and health program. An annual summary report shall be submitted to

the Secretary covering self-evaluations conducted during the previous year.

(c) The Secretary shall conduct a comprehensive evaluation of each Federal agency's occupational safety and health program. Evaluations shall be conducted on a regular schedule to determine the performance levels of each agency's program. The Secretary shall submit to the President each year: A summary report of the status of the occupational safety and health of Federal employees; Department of Labor evaluations, together with agency responses, of individual agency progress and problems in correcting unsafe and unhealthful working conditions, and recommendations for improving agency's performance.

Appendix F (Continued)

Guidelines for Agency's Annual Occupational Safety and Health Report to the Secretary of Labor

In describing your accomplishments and initiatives, please try to explain your agency's efforts in the following areas:

- Accomplishments for assuring that workers, supervisors and committee members received appropriate job health and safety awareness and hazard recognition information and training.
 - Accomplishments for assessing the effectiveness of your safety and occupational health programs.
 - Accomplishments in the identification, assessment and resolution of safety and health problems, including your agency's system of (a) providing recognition to outstanding achievers and (b) establishing accountability and performance standards for managers, supervisors and employees.
 - Unique or significant accomplishments that your agency made last year to enhance employee participation, involvement and consultation in the safety and occupational health program.
3. Identify your annual OSH plans, goals and objectives, and significant OSH initiatives planned and programmed for the coming year(s).
 4. Provide comments, requests and recommendations for consideration by OSHA's Office of Federal Agency Programs (OFAP) in Government-wide occupational safety and health programs or report any items of special interest concerning occupational safety and health activities or programs.
(Optional)

It is suggested that the report be in executive summary format and be limited to ten pages exclusive of attachments.